

PS 2356.01 COMPUTER DONATION AT COMPUTER RECYCLING FACILITIES



# Program Statement

OPI: FPI  
NUMBER: 2356.01  
DATE: 8/1/2003  
SUBJECT: Computer Donation at  
Computer Recycling  
Facilities

1. **PURPOSE AND SCOPE.** To provide specific direction and establish set guidelines for UNICOR's recycling facilities with regard to the donation of recycled computer equipment to educational institutions.

Specifically, UNICOR's recycling facilities rely on proceeds from the sale of excess or surplus property in order to remain self-sustaining. However, UNICOR, as a good-will gesture and in accordance with Executive Order (E.O.) 12999, regularly donates "educationally useful" computer equipment to local schools. This Program Statement (PS) seeks to regulate the donation process, balancing the facilities mandate to be self-sustaining and UNICOR's desire to serve the surrounding community.

2. **PROGRAM OBJECTIVES.** The expected results of this program are:

a. Computer property will be appropriately and consistently donated and distributed to requesting public and private schools.

b. Donated computer property will be consistently recorded and tracked.

c. Requesting schools will have equal access to the available materials.

3. **DIRECTIVES REFERENCED**

PS 1237.11	Information Security Programs (10/24/97)
PS 4400.04	Property Management Manual (8/13/01)
PS 8000.01	UNICOR Corporate Policy and Procedures Manual (5/13/81)
PS 8562.01	Disposition of Personal Property and FPI Form 30, Report of Survey (1/18/00)
DOJ Order 2400.3	Justice Property Management Regulations (JPMR) (8/6/98)

Federal Property Management Regulations (FPMR) 41 CFR 101-43  
and 41 CFR 101-44  
Executive Order 12999 Educational Technology: Ensuring  
Opportunity for All Children in the  
Next Century (4/17/96)

4. **STANDARDS REFERENCED.** None

5. **DEFINITIONS**

a. **Acquisition Cost.** The original cost to FPI of an item of personal property as it is recorded in the financial and accounting records.

b. **Surrounding School.** Any private or public school, any non-profit, or organization with a primary educational function located within a 50 mile radius of a computer recycling facility.

6. **SCHOOL DONATION POLICY OF EXCESS COMPUTER EQUIPMENT.**

Executive Order (E.O.) 12999 authorizes the direct donation of "educationally useful federal equipment" to educational institutions.

Most Computers-for-Schools donations will occur at the originating federal agency or office, such as at a Bureau institution or FPI factory. However, the recycling facilities may donate a certain number of computers to schools once the material is received within the facility.

- Although these recycling facilities are not required to donate computers to schools, UNICOR has determined that a certain level of community service benefits the facility, the institution, and the community.

Educationally useful federal equipment is defined by E.O. 12999 as computers and related peripheral tools (e.g., printers, modems, routers, and servers), including research and telecommunications equipment, that are appropriate for use in pre-kindergarten, elementary, middle, or secondary school education. It also includes computer software, when the transfer of licenses is permitted.

**Note:** Prior to donation, all computer equipment hard drives are to be cleared of any data and software in accordance with the Program Statement on Information Security Programs.

a. **Budget Impact.** To help ensure a facility is self-sustaining, a maximum level of donations is factored into each facility's budget. However, a recycling facility must meet its program indicators before it can consider donations.

- Because computer systems are the largest consistent single item income producer for the facility, a facility must balance its school donations with its budget, and income producing sales must be made a priority.

b. **Limitations.** During any given month, a recycling facility can provide up to a maximum of 50 computer systems for donations to schools, with an annual maximum donation of no more than 600 computer systems. Should any site wish to exceed these limits, the Recycling General Manager must approve the request.

7. **SCHOOL REQUESTS.** Particular preference is to be given to schools and non-profit educational organizations located in the federal enterprise communities and empowerment zones, and that are in close proximity to a given recycling facility.

- Recycling facilities that repeatedly donate excess computer equipment must attempt to distribute it equitably among donees.

a. **Eligibility.** Schools and educational institutions can participate in the Computer-for-Schools program. A school is eligible to participate if it is a public, private, parochial, or home school servicing pre-kindergarten through 12<sup>th</sup> grade. Day care centers must provide a state approved preschool curriculum in order to participate.

b. **Non-profit Educational Organizations.** An educational non-profit organization must meet three criteria or have the Recycling General Manager's written approval in order to participate. It must:

- serve pre-kindergarten through grade 12 students;
- be tax exempt under section 501(c) of the U.S. tax code; or
- operate primarily for the purpose of education.

c. **Requests.** Requests from surrounding schools can be received in a multitude of ways. Any school official or person acting as the school's agent may contact the recycling facility and make a request for computer equipment for educational purposes.

- (1) **Request Submission.** The facility staff will require that a written request be created that reflects the specific requirements of what the school needs or will accept. That written request may be submitted as a hand delivery, e-mail, fax, or mailed document to the Associate Warden/Superintendent of Industries who will approve or disapprove the request.
- (2) **Content.** That document is to identify (if applicable):
  - the name of the requesting organization;
  - its status as an educational entity;
  - its eligibility to receive federally donated computer education materials, per E.O. 12999;
  - the date of the request;
  - the quality of systems required;
  - input and output devices needed;
  - memory requirements;
  - configuration properties; and
  - the components that are desired.

d. **FPI Outreach.** The facility staff can contact neighboring schools to inquire whether they would like to participate in the Computer-for-Schools program. Recycling facilities may use all practicable means, including newspaper, community announcements, and the Internet to inform eligible recipients of the available equipment.

There are also several web sites that list school requests that can be accessed for evaluation. GSA has one of those web sites [www.computers.fed.gov](http://www.computers.fed.gov).

8. **LOGISTICAL ARRANGEMENTS.** Once the items are tagged, the designated facility staff will contact the requesting school to schedule the pick up or the delivery. If there is a cost for delivery, the school must bear these costs. UNICOR is not authorized to pay material shipment costs.

9. **NOTIFYING THE LOCAL MEMBER OF CONGRESS.** The recycling facility staff must determine the Congressional District affected, along with the name and address of the appropriate Member of Congress and his or her local office address. Prepare a form letter using the format specified in the Draft Congressional Form Letter (Attachment A), reflecting your local facility staff references and e-mail it to your General Manager, who will coordinate the letter's approval and mailing.

10. **REPORTING.** Each facility will incorporate into its monthly financial reports to the General Manager, a listing of donations made for that month. Negative reports are required. The report is to include:

- Name and address of each recipient;
- Number of units donated;
- Type of equipment donated; and
- Congressional district of recipient;

/s/

Harley G. Lappin  
Director

**DRAFT CONGRESSIONAL FORM LETTER**

The Honorable Member's Name  
Member, U.S. House of Representatives  
123 Oak Street  
City, State 11111

Dear Congressman (Last Name):

I am writing to notify you that the Federal Prison Industries recycling facility at **Anywhere, Ohio**, donated computer equipment for educational purposes to a school within your district. In response to Executive Order 12999, which encourages the donation of excess federal computers for schools, we donated **ten** computer systems (six printers, ten keyboards, ten servers, and ten CRTs) to the following school in response to its written need and request for donations. As defined in our school donation policy, we respond to each donation request in chronological order so as to fairly distribute those computer systems that may become available for donation.

XYZ High School  
111 Maple Road  
Youngstown, Ohio 99999  
Contact: Mary Jones  
Phone: 123-333-4444  
Donation Date: February 10, 2002

Federal Prison Industries, Inc., which operates under the trade name "UNICOR," is a wholly-owned government corporation within the Department of Justice, Federal Bureau of Prisons (BOP). Created by Congress in 1934, UNICOR provides employment and training opportunities to inmates in federal custody. UNICOR is the BOP's most important correctional program to relieve inmate idleness and to ensure the orderly operation of federal prisons. UNICOR also provides inmates with valuable training and experience that develop job skills and a strong work ethic, which prepares inmates for successful reintegration into the community. UNICOR operates approximately 100 factories at more than 70 locations. UNICOR provides more than 85 products and services, which are sold primarily to federal agencies.

In order to fulfill its mission, UNICOR spends approximately 75 percent of its sales revenue on goods and services from vendors, thereby supporting several thousand jobs in the private sector. In Fiscal Year **2001**, UNICOR spent **\$426** million purchasing raw materials, supplies, services and equipment from private sector vendors, the majority of which was provided by small business.

If you have any further questions concerning UNICOR or its computer donation program, please contact Factory Manager **John Smith at 999-999-9999**.

Sincerely,

Steve Schwalb  
Assistant Director  
Industries, Education and  
Vocational Training